



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC HEALTH PROGRAM ASSOCIATE

ANNUAL \$55,696
SALARY: \$75,416

SALARY
GROUP: HC 24

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 043180CRJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATES FOR 2012 AND 2013)

PURPOSE OF CLASS: In a state health program or project, this class is accountable for performing high level work in the implementation and coordination of the non-clinical aspects of health care programs or projects.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Seven years' professional experience in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

SPECIAL EXPERIENCE: One year of the General Experience must have been in health care program administration, a health systems agency or other health care organization in at least one of the following areas: (1) grant writing or monitoring; (2) formal program planning, development, management or evaluation; (3) or program consultation. For State Employees this is interpreted at the level of Health Program Assistant 2. [Note: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in health education, hospital administration, public administration, public health or other closely related field may be substituted for one additional year of the General Experience. (3) For State Employees one year as a Health Program Assistant 2 may substitute for the General and Special Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Health Program Associate, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Health Program Associate cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience with health programs and health care administration. Describe your experiences developing purposes, plans and objectives of programs in a health related area. Please specify you experiences in planning and developing health programs within contract specifications including grant writing and contract development. Also include experiences with budget and fiscal requirements and controls that relate to program grants and contract administration including methods to monitor fiscal and programmatic performance. (2) Experience with program evaluation and research methods and techniques. Experience with methods and techniques to evaluate the effectiveness of health related programs and projects from programmatic and fiscal perspectives. Describe experience gathering, compiling, analyzing and synthesizing information relative to a health program for planning, monitoring or evaluating purposes. Also describe your experiences applying computer software for use in data collection, needs assessments or program outcomes. (3) Lead/Supervisory experience. Experience organizing resources, people and processes to achieve desired programmatic outcomes. Describe your experience supervising people or project teams of a health or health program. Describe your experience assigning, overseeing, reviewing and evaluating the work of staff. Include the numbers and job titles of those people you managed on projects, directly supervised or assisted in supervising. Also include any experience you have training staff. (4) Oral and written communication experience. Describe the types of reports and correspondence for which you are responsible. Please include examples of written reports and correspondence that you have prepared illustrating the planning process of a health program, overseeing public relations efforts for a program and/or experience drafting legislation and regulations. Also include experience giving oral presentations, resolving problems of service access, delivery, program focus or outcome and facilitating collaborative efforts among groups. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) A separate application/examination package must be submitted for each examination you are applying for. (8) Application/examination packages must be date stamped by DAS/Human Resources or postmarked by OCTOBER 1, 2012 for the NOVEMBER 19, 2012 grading date; by APRIL 1, 2013 for the MAY 20, 2013 grading date; and by OCTOBER 1, 2013 for the NOVEMBER 19, 2013 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

(revised September 10, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.